

FACILITY MAINTENANCE SUPERVISOR

Purpose:

To actively support and uphold the City's stated mission and values. To assist in supervising and participate in the City's facility maintenance services and to perform a variety of technical duties relative to assigned area of responsibility.

Supervision Received and Exercised:

Receives general supervision from the Facility Maintenance Manager or from other management staff.

Exercises direct supervision over assigned facility maintenance personnel.

Essential Functions:

Duties may include, but are not limited to, the following:

- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for building maintenance services; implement policies and procedures.
- Plan, prioritize, assign, supervise and inspect the work of staff involved in facility maintenance activities including HVAC repair, carpentry, masonry, electrical, plumbing, painting and plastering for the maintenance, remodeling and rebuilding of existing facilities or in the construction of new facilities.
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities.
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for budget items; monitor and control expenditures.
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Perform the full range of building maintenance duties as required; perform electrical, plumbing, carpentry, locksmithing and HVAC maintenance and repair duties in the

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Facility Maintenance Supervisor (continued)

upkeep of City building facilities; operate the full range of equipment and tools related

to assigned activities.

Coordinate the purchase of materials, supplies and equipment for work projects;

schedule and supervise the testing and preventative maintenance of a variety of

electrical equipment.

Troubleshoot, maintain and repair the City's lock system.

• Prepare sketches and/or blueprints for maintenance staff to follow in performing repairs

or alterations.

Participate in the energy conservation program; monitor energy usage and regulate

systems using a computer.

Receive requests for service and prioritizes work according to the urgency of the

request.

Perform related duties as assigned.

Minimum Qualifications:

Experience:

Three years of increasingly responsible experience performing journey level building

maintenance duties.

Education:

Equivalent to the completion of the twelfth grade supplemented by completion of a building

trade apprenticeship program.

Licenses/Certifications:

Requires the possession of a valid driver's license at the time of application.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

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Job Code: 319

Status: Non-Exempt / Classified